

MEMORANDUM FOR: Executive Director-Comptroller
THROUGH : Deputy Director for Support
SUBJECT : Recruitment Application for Dissemination by the
Civil Service Commission

1. This memorandum submits a recommendation for your approval; this recommendation is contained in paragraph 5.

2. As a result of discussions with representatives of the Civil Service Commission's Bureau of Recruiting and Examining, we have forwarded to them recruitment information for dissemination among the Interagency Boards of Examiners. During our conversations, they expressed a willingness to enclose a CIA application card with the notification of eligibility for Federal service.

3. This notification informs the individual that his name has been placed on a register for referral to Federal agencies and gives his rating. In order to receive a rating, he must pass the Federal Service Entrance Examination written test and meet certain other requirements. Points are given for experience, veterans preference, recency of education, etc. Approximately 60% of those who take the written test fail. Of the remaining 40% approximately one-half do not return the application form. Among the remaining 20% there are qualified secretarial applicants even though they have not completed a college degree. This last 20% receive the notification of eligibility. The volume is approximately 10,000 per month.

4. The inclusion of our application card would give us direct access to a carefully screened, selected group of potential employees. The group

includes undergraduate students as a source of secretarial recruitment and graduate students for our professional positions. The presence of our application card on campuses throughout the country would advertise the Agency far beyond our present capabilities through traditional channels.

5. It is recommended that the Agency request official permission to include the attached application card with each notification of eligibility sent by the various Interagency Examining Boards to potential Federal employees.

Emmett D. Echols
Director of Personnel

Att

Concur:

R. L. Bannerman
Deputy Director
for Support

Date

The recommendation contained in paragraph 5 is approved.

L. K. White
Executive Director-Comptroller

Date

Distribution:

- 0 - return to D/Pers
- 1 - ER
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MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

No Attachments